

*Financial and Administrative Services Department  
Purchasing Office*

P. O. Box 1088, Austin, TX 78767

(512) 974-2500

September 4, 2008

Ms. Shannon Meek  
OM Workspace  
10801 N. Mopac, Pointe II, Suite 100  
Austin, TX 78759

Re: Solicitation No. N/A  
Purchase and Installation of Modular Furniture

Dear Ms. Meek:

The Austin City Council has approved the execution of a contract with your company for the above-referenced item as follows:

Responsible Department:	Communication and Technology Management
Department Contact Person:	Teresa Wells
Department Contact Email Address:	Teresa.wells@ci.austin.tx.us
Department Contact Telephone:	(512) 974-6557
Project Name:	Purchase and Installation of Modular Furniture
Contractor Name:	OM Workspace
Contract Number:	CT 560008082902627
Contract Period:	Until invoice paid
Dollar Amount	\$483,579.24
Extension Options:	none
Requisition Number:	RQS 5600 08082802367
Solicitation Number:	N/A
Agenda Item Number:	49
Council Approval Date:	08/28/08

Attached is a copy of all contract terms and conditions. Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact me at (512) 974-2995.

Sincerely,

Mick Osborne, Specialist Sr. Buyer  
Purchasing Office  
Finance and Administrative Services Department  
Enclosure